

Message

From: Tate, Rita [Tate.Rita@epa.gov]
Sent: 7/13/2017 12:07:46 PM
To: Thompson, Virginia [thompson.virginia@epa.gov]; McCool, Catherine [Mccool.Catherine@epa.gov]
CC: Graff, Jeannine [Graff.Jeannine@epa.gov]
Subject: RE: ED_001306 (EPA-R3-2017-007549 - John Butler Email) - Complete and Ready for Review

Yay!!

Virginia...I clicked on the link and got an error message. Are there instructions that you would send out for access as before we started using Relativity?

Rita Tate

Freedom of Information Officer
U.S. EPA Region III (3CG00)
1650 Arch Street
Philadelphia, PA 19103
215-814-2050 (FOIA Main)
215-814-3424 (Direct)

From: Tate, Shanel **On Behalf Of** eDiscovery, eDiscovery
Sent: Wednesday, July 12, 2017 2:29 PM
To: Thompson, Virginia <thompson.virginia@epa.gov>; eDiscovery, eDiscovery <eDiscovery@epa.gov>; McCool, Catherine <Mccool.Catherine@epa.gov>
Cc: Tate, Rita <Tate.Rita@epa.gov>; Graff, Jeannine <Graff.Jeannine@epa.gov>
Subject: ED_001306 (EPA-R3-2017-007549 - John Butler Email) - Complete and Ready for Review

Thanks Virginia! The PST is ready and available at the path below:

\\134.67.224.224\OrgShare\PST Only\ED_001306\PSTs

From: Thompson, Virginia
Sent: Wednesday, July 12, 2017 2:07 PM
To: eDiscovery, eDiscovery <eDiscovery@epa.gov>; McCool, Catherine <Mccool.Catherine@epa.gov>
Cc: Tate, Rita <Tate.Rita@epa.gov>; Graff, Jeannine <Graff.Jeannine@epa.gov>
Subject: RE: Response Needed: Preliminary Search Results for ED_001306 (EPA-R3-2017-007549 - John Butler Email)

Hello, Shanel. Yes, we confirm that this info is correct and that it is acceptable to put into PST format.

Virginia Thompson
Regional Exchange Network Coordinator
Information Systems Branch (3PM50)
US Environmental Protection Agency Region 3
1650 Arch Street, Philadelphia, PA 19103
(215) 814-5755
FAX: (215) 814-5251
thompson.virginia@epa.gov

From: Tate, Shanel **On Behalf Of** eDiscovery, eDiscovery
Sent: Wednesday, July 12, 2017 11:21 AM

To: Thompson, Virginia <thompson.virginia@epa.gov>; McCool, Catherine <Mccool.Catherine@epa.gov>

Cc: eDiscovery, eDiscovery <eDiscovery@epa.gov>

Subject: Response Needed: Preliminary Search Results for ED_001306 (EPA-R3-2017-007549 - John Butler Email)

Virginia and Cathy,

The pre-case assessment for ED_001306 (EPA-R3-2017-007549 - John Butler Email) is complete. The initial search returned an estimated 12 items. This number reflects a search based solely on the date range, custodians provided and keywords in your request. Since this collection is only 12 items, we can deliver the results to you in PST format – please let us know if this is acceptable.

Upon Confirmation, Discovery Services will Collect the Following:

Outlook email for the following 1 custodian:

Butler, John

Date Range:

06/24/2016 – 07/06/2017

Key Words:

“AWPA standards” OR “American Wood Protection Association standards”

Please confirm the above is correct. Once we receive your confirmation, we can proceed to execute the search. In addition, with respect to your requested deadline, since SharePoint automatically puts a date of 10 days out from when the request was submitted and that field is not always accurately entered initially, we kindly request that you please provide us with a more accurate deadline date so that we can prioritize this request accordingly.

*Furthermore, **YOU MAY NOT BE DONE SEARCHING!** Please provide the important information below to all potential custodians, i.e. those individuals who may have potentially responsive documents.*

*The centralized search is run **ONLY** in the EPA’s Microsoft Office 365 system, and the search results are limited to 1) Outlook email messages, 2) Outlook calendar entries, and 3) Lync Chats.*

Depending on the request to which you are responding, you may still need to search other sources for potentially responsive information. Other possible sources include Lotus Notes mailboxes or calendars, other Lotus Notes databases, the Enterprise Content Management System (ECMS)^[1], the Correspondence Management System (CMS), local or shared computer drives, SharePoint sites, OneDrive, mobile devices (e.g., text messages and photographs, which are unique to the device), thumb drives, discs, paper files, and other locations where potentially responsive information may be found.

According to the Federal Records Act and EPA Policy, all messages sent on a personal messaging account such as a personal email account must be sent to the employee’s epa.gov email account at the time of sending, or within 20 days of sending. If an employee has a message potentially responsive to a request that has yet to be transferred to an epa.gov account, the employee must forward that message to the employee’s account and provide a copy of the forwarded message to the search lead for the request.

Thank you,
Discovery Service Team

^[1] If a responsive Outlook email message was saved to ECMS using EZ Records and deleted from the user’s Outlook account, that document must be retrieved from ECMS.

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